

November 20, 2002

NOTICE OF OPEN POSITION

The Association of Bay Area Governments (ABAG) is recruiting to develop a selection list for the position of Property Claims Examiner (P2/P3), Job Number 02-123.

PROPERTY CLAIMS EXAMINER (P2/P3) ABAG PLAN CORPORATION

- SALARY RANGE:** \$4,047 - \$5,866/mo., depending on education and experience. Excellent benefits including up to \$100/mo. reimbursement for public transit costs, California Public Employees Retirement System with 7% employee contribution paid by ABAG and full medical benefits.
- ASSIGNMENT:** Under the direction of Claims Manager, assists in adjusting public entity property claims, third-party property damage claims, and subrogation for member cities. Responsible for performing bid comparisons, writing estimates for residential and business properties, solving routine claim problems, organizing work to meet department standards for accuracy and timeliness, manage records system and claim diary systems and other duties as assigned. Subrogation training will be provided if needed. Must have the ability to work independently and under minimal supervision and have excellent organizational and oral/written communication skills.
- EXPERIENCE/
EDUCATION:** A typical way to obtain the required knowledge and experience would be:
- 1) BA or equivalent with major course work in business, public administration, or related field. Proficiency with software in MS Office. Must have a valid CA driver's license and an excellent driving record.
 - 2) Minimum of one year work experience adjusting homeowner property claims, including construction estimate writing using either Xactimate or Simsol. Experience in adjusting total losses and water damage claims, including remediation techniques, is desired. Understanding of legal liability and subrogation issues a plus. Additional claims experience is highly desirable.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT <http://www.abag.ca.gov/abagapp.html> OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG H.R. 02-123, 101-8TH STREET, OAKLAND, CA 94607-4756. FOR INFORMATION CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.